



**STATE OF MARYLAND  
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS  
MINUTES OF THE MEETING HELD ON:  
Thursday, May 16, 2019 At  
Wye Island NRMA, Queenstown, MD. 21658**

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3 MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS  
4 The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by  
5 our daily activities play an important role in protecting Public Health and the Environment of Maryland.  
6 Through the Certification Program established by State Law, the “Board of Waterworks and Waste  
7 Systems Operators” sets the education, experience and examination standards for Operators and  
8 Superintendents who work in these vital systems.  
9 \*\*\*\*\*

10 **BOARD MEMBERS PRESENT**  
William Shreve                      Joseph Johnson  
Dee Settar                              Nancy Hausrath  
Joe Haxton

11  
12 **LIASONS & STAFF PRESENT**  
13 Neil Winner    Board Secretary  
14 Stephanie Brown                                      Board Staff  
15 Martin Fuhr    Board Staff  
16 Pam Franks    Board Staff  
17 Laura Mayberry                                      Board Counsel  
18 Karen Brandt    MCET Liaison  
19 Scott Harmon    CWEA Liaison  
20 Greg Wilkinson  
21 MES

22  
23 **Not Present**  
24 Dr. Russell Kelley                                      Board Member  
25 Dominic Deludos                                      Board Member  
26 Bruce Darner    Board Member  
27 Jay Price    AWWA Liaison  
28 Jack Bowen    MRWA Liaison  
29 Hiram Tanner    Board Member Nominee  
30 Partha Tallapragada                                      Board Member Nominee

31  
32 **01. CALL TO ORDER**  
33  
34 Board Chair called the meeting to order at 10:42 AM.

35  
36 **02. REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA**  
37  
38 It was moved by Joe Haxton and seconded by Nancy Hasrath to adopt the proposed meeting agenda as  
39 amended. Motion carried.

40  
41 **03. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**  
42

43 Board Members reviewed the April 18, 2019 draft meeting minutes. After review, it was moved by  
44 Nancy Hausrath and seconded by Joseph Johnson to approve the minutes as amended. Motion carried.  
45

46 **04. BOARD CHAIR'S COMMENTS**  
47

48 Board Chairman thanked Board Members and Liaisons for attending today's meeting.  
49

50 **05. SECRETARY'S REPORT**  
51

52 **A. Report on Board's Administrative Activities**

53 Neil Winner reported that as of April 30, 2019, appropriations for fiscal year 2019 are  
54 \$270,893.00, expenses are \$176,968.75, revenue is \$163,492.00, and the encumbrance is  
55 \$3,270.00.  
56

57 **B. Report on Examination Results**

- 58 1. Please refer to Attachment A.  
59  
60 2. Board Staff discussed the examination statistics for the month of April, 2019. There  
61 were 88 total exams taken in April, with an overall pass rate of 25.00%. Twenty-two  
62 operators sat for the paper water exams, scoring a pass rate of 22.72%. Seven operators  
63 sat for the online (AMP) water exams, scoring a pass rate of 71%. In April, forty-seven  
64 operators sat for the paper wastewater and industrial wastewater exams, scoring a pass  
65 rate of 17%. Twelve people sat for the online (AMP) wastewater and industrial  
66 wastewater exams, scoring a pass rate of 33%.  
67  
68 3. Board discussed utilizing a study guide handout at the Short Course to assist operators  
69 who struggle with passing exams, and suggested that operators could find exam  
70 prescriptions on (MCET) Maryland Center for Environmental Training website.  
71

72 **C. Board Appointments**

73 Neil Winner, Board Secretary discussed Board Appointments for the vacant positions and  
74 gave an update on the approval process. Board discussed proposed changes to the current  
75 requirements for Board Members to include: attendance and criteria for (Public-at-Large)  
76 and the possibility of having more small and large system representatives. Discussion  
77 tabled until next meeting.  
78

79 **06. REVIEW OF APPLICATIONS**  
80

81 **A. Education Substitution**  
82

- 83 1. Christopher Mlinaric – Requested Education Substitution towards the experience  
84 requirements of his Class 3 Water Treatment Certification. Board Staff recommended  
85 granting Mr. Mlinaric 12 months of Education Substitution toward the Operator  
86 Certification experience requirements, which would make him eligible to obtain the

87 Operator Certification immediately. A motion was made by Joseph Johnson and  
88 seconded by Dee Settar to accept Board Staff's recommendation. Motion carried.

- 89  
90 2. Solomon Quansah - Requested Education Substitution towards the experience  
91 requirements of his Class 5A Wastewater Treatment Certification. Board Staff  
92 recommended granting Mr. Quansah 12 months of Education Substitution.

93  
94 Mr. Quansah also requested Experience Credit towards the remaining experience  
95 requirements of his Class 5A Wastewater Treatment Certification. Board Staff  
96 recommended granting him 15 months of Experience Credit.

97  
98 Nancy Hausrath made a motion to amend Board Staff's recommendation to grant Mr.  
99 Quansah 12 months of Education Substitution and 12 months of Experience Credit, the  
100 maximum of which are allowed by the Regulations. Joe Haxton seconded the motion  
101 and Joseph Johnson abstained from voting. Motion carried.

## 102 **07. COMMITTEE REPORTS**

### 103 **A. Training Review and Evaluation (TRE) Committee**

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105  
106  
107 1. The next TRE meeting has been rescheduled from Wednesday, June 12, 2019 to  
108 Thursday, June 13, 2019 due to committee member availability.

109  
110 2. To mitigate the possibility of conflicts with the committee members attending the TRE  
111 meeting, Karen Brandt proposed the idea to invite operators into the committee to obtain  
112 insight and understanding into industry training needs. The Board will continue to discuss  
113 this in further meetings, and will be brought up at the next committee meeting.

114  
115 Karen Brandt reported that the Collection and Distribution classes that the Maryland Center  
116 for Environmental Training (MCET) offers are not receiving high enrollment rates like the  
117 process-related classes they offer. Scott Harmon reported the same enrollment rates in  
118 similar classes in the upcoming Short Course. Karen Brandt would like the Board to  
119 consider Collection and Distribution classes as process, to increase enrollment rates and so  
120 the operators can be more informed on these topics. Dee Settar discussed an option of  
121 adding a training requirement as part of a consent agreement with a system in response to  
122 compliance violations. The Board discussed the importance of distribution and collection  
123 operators fully understanding the various components involved with these types of systems.

124  
125 Based on this discussion, the Board would like a policy memo to be drafted by the June  
126 Board Meeting requiring all categories and classes without a process training requirement to  
127 take at least one Board-Approved process course that applies directly to their category and  
128 class of certification in order to renew their certification.

## 129 130 **08. ON-GOING BUSINESS**

### 131 **A. Operator Certification Process**

132 Neil Winner will finalize the Class 5 Supplemental Disinfection exam to present to the  
133 Board for review at June 20, 2019 meeting. The Board also discussed concerns with

134 Operators working during periods of expired certifications, which is especially problematic  
135 with Operators In Training. The discussion was tabled until June 2019 Board meeting.  
136  
137

138 **B.** Dee Settar suggested raising Exam fees, and having tier rates for Exams, in addition to  
139 readjusting renewal requirements requiring additional training for Wastewater Collection  
140 systems and Water Distribution systems Operators. Board Chair suggests setting up a  
141 committee to look at adequate training requirements for process training in accordance to  
142 Regulations.  
143

144 **C.** Neil Winner still waiting for standardized Exams questions from ABC, which are supposed  
145 to be available in Summer 2019.  
146

## 147 **09. NEW BUSINESS**

### 148 **A. Board Regulations**

149 Board discussed keeping a list of proposed items for review to include in changes to the  
150 Regulations.  
151

## 152 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

153  
154 Scott Harmon /CWEA - On June 2, through June 7, 2019 the 70<sup>th</sup> Annual  
155 CSAWWA/CWEA/WWOA Short Course for Water and Wastewater Operators will be held at  
156 Mount Saint Mary's College.  
157

## 158 **11. ADJOURNMENT**

159  
160 Dee Settar moved to adjourn the meeting at 12:27 PM. The next meeting will be held on **June 20, 2019,**  
161 **10:00 A.M., at Anne Arundel Co. Water O & M, Millersville MD, 21108.**